



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5700.4D
MPP-52
2 Aug 1993

MARINE CORPS ORDER 5700.4D

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FOREIGN PERSONNEL EXCHANGE PROGRAM (MCFPEP)

Ref: (a) SECNAVINST 5700.13 (NOTAL)
(b) MCO 5320.16
(c) MCO P3040.4C (NOTAL)
(d) MCO 1300.8P

Encl: (1) List of Exchange Billets and Billet Sponsors
(2) Guidance Concerning Foreign Military Personnel on Duty with the United States Marine Corps
(3) Billet Description Format
(4) Guidance for United States Marine Corps Personnel on Duty with Foreign Services
(5) procedures for Establishing/Modifying/Terminating Exchange programs/Positions

Reports Required: I. TAD Expenditures of Repeat Travel Orders (Report Control Symbol EXEMPT), par. 6b(1)
II. Mid-Tour Summary (Report Control Symbol EXEMPT), par. 6c(1)
III. End-Of-Tour Summary (Report Control Symbol EXEMPT), par. 6c(1) and encl. (4), par. 14

1. Purpose. Per reference (a), this Order establishes policy and assigns responsibilities for program management, coordination, and administration of the exchange of U.S. Marine Corps personnel with foreign military personnel under the MCFPEP.

2. Cancellation. MCO 5700.4C.

3. Background

a. The exchange of U.S. naval personnel with foreign countries grew out of the interchange of staff personnel during combined operations in World War II when there was a need to exchange and standardize operational doctrine. Marine Corps exchange programs were previously part of a joint Navy/Marine Corps exchange program coordinated with the Chief of Naval Operations.

2 Aug 93

b. In recent years, U.S. military-to-military relationships have changed significantly. Those changes and a concurrent reduction in U.S. military presence in several regions of the world have created a need for closer relationships between friends and allies. The MCFPEP is one means of continuing a selectively visible presence and association among military counterparts.

c. The MCFPEP is conceived as a one-for-one exchange of officers and career designated SNCO's in support of U.S. interests. Non-reciprocal "exchanges" are not authorized as a matter of service policy as they circumvent the mutually beneficial intent of the MCFPEP. A service-to-service agreement (herein referred to as a Memorandum of Understanding (MOU)) will define the concept, details of administration and compensation, and establish the personnel prerequisites for exchange positions.

d. Exchange personnel will be assigned billets within authorized manpower requirements. MCFPEP personnel are given assignments commensurate with their grade and qualifications. The program objective is to integrate participants into the host organization as though they belong to the service to which they are assigned, while remaining within applicable classified information disclosure authorizations.

e. The MCFPEP is separate and distinct from the International Military Education and Training Program, the Foreign Military Sales Training Program, and loan and liaison positions.

4. Information. The purpose of this program is to encourage mutual confidence, understanding, and respect necessary to strengthen the harmonious relationship existing between the Marine Corps and foreign military services. Experience, professional knowledge, and doctrine that are shared to the maximum extent permissible will foster a mutual appreciation of the policies and doctrine of each service.

5. Responsibilities

a. The CMC (MP) is responsible for the overall administration of the MCFPEP.

b. To ensure proper coordination and administration of the program, the following responsibilities are established:

2 Aug 93

(1) Deputy Chief of Staff for Manpower and Reserve Affairs (CMC (M&RA))

(a) Manpower Plans and Policy Division (CMC (MP))

1 Ensures the overall coordination and administration of the program.

2 Negotiates the MOU's. Provides signed MOU's to the appropriate billet sponsor, to the administrative support unit, and to the U.S. Marine assigned to each MCFPEP billet.

3 Coordinates with the appropriate billet sponsor for the acceptance of foreign military personnel.

4 Notifies the appropriate foreign government agency on the acceptance of their nominee and the name of the host command sponsor.

5 Notifies the Marine Corps host command of the acceptance of foreign military service members for duty at their command.

6 Coordinates the disclosure authorization for foreign MCFPEP nominees with the CMC (CIC).

7 Coordinates the budgeting and administering of funds for the TAD of Marine Corps personnel in the MCFPEP with the CMC (MM). Programs funds for blanket travel.

8 Coordinates the establishment or disestablishment of exchange positions with the billet sponsor.

9 Maintains, publishes, and annually distributes an annotated, updated roster of U.S. and by-country allied MCFPEP participants.

(b) Personnel Management Division (CMC (MM))

1 Coordinates with the billet sponsor on the desired qualifications for proposed participants in the MCFPEP.

2 Solicits Marine volunteers for MCFPEP participation.

3 Selects, nominates, and assigns Marines to the MCFPEP.

4 Provides nominations and background data to the CMC (MPP) and the appropriate billet sponsor no later than 120 days prior to the reporting date.

2 Aug 93

5 Places MPP, billet sponsor, and the administrative support unit on the distribution list for all orders assigning Marines to or from the exchange program.

6 Issues orders and programs funds to Marine nominees required to attend specialized training before reporting to their MCFPEP assignment.

7 Issues orders and programs funds to Marine nominees to Washington, DC, for HQMC briefs prior to their MCFPEP assignment.

8 Issues repeat travel orders for MCFPEP Marines.

9 Programs funds for MCFPEP personnel on TAD per agreements with the particular service concerned.

(2) Deputy Chief of Staff for Plans Policies and Operations (CMC (PP&O))

(a) Plans Division (CMC (PL)) is the billet sponsor for those exchange positions specified in enclosure (1) and is additionally responsible for:

1 Developing politico-military guidance regarding Marine Corps objectives for the MCFPEP.

2 Validating the politico-military desirability of billet requests received from Marine Corps activities.

3 Reviewing/revalidating, periodically, the politico-military desirability of existing MCFPEP billets/programs.

(3) Deputy Chief of Staff for Aviation (CMC (A))

(a) Aviation Support and Manpower Branch (CMC (ASM)) is the billet sponsor for those exchange positions specified in enclosure (1) and is responsible for:

1 Coordinating with the CMC (MM) on the desired/required qualifications for aviators participating in the MCFPEP.

2 Approving foreign military aviation nominees for the MCFPEP.

(4) Deputy Chief of Staff for Installations and Logistics (CMC (L))

2 Aug 1993

(a) Logistics Plans and Operations Branch (CMC (LPO)) is the billet sponsor for those exchange billets specified in enclosure (1).

(b) LPO is responsible for reviewing the desired/required qualifications for designated officers participating in the MCFPEP and supporting paragraph 5b(8) requirements.

(5) Director, Judge Advocate Division (CMC (JA))

(a) Reviews all agreements prior to their conclusion to ensure compliance with domestic and international laws.

(b) Provides legal counsel to the CMC (MP) during the negotiation of such proposed understandings.

(c) Provides legal counsel regarding all aspects of the MCFPEP.

(6) Director of Intelligence (CMC (CI))

(a) Signal Intelligence and Electronics Branch (CMC (CIC)) is the sponsor of those exchange positions specified in enclosure (1).

(b) The Counterintelligence/HUMINT Branch (CMC (CIC)) is responsible for the granting of classified material disclosure authority for foreign exchange personnel based on the billet description submitted by the host command.

(c) Assists billet sponsors in their efforts to establish new exchange positions by conducting disclosure assessments prior to billet initiation.

(7) Director, Special Operations/Low Intensity Conflict Directorate (SO-LIC) is the billet sponsor for those exchange positions specified in enclosure (1).

(8) CG Marine Corps Combat Development Command (MCCDC)

(a) CG MCCDC (TE-32) is the billet sponsor for those exchange positions specified in enclosure (1).

(b) CG MCCDC (TE-33) is responsible for coordination and scheduling, with CMC (MM) and the billet sponsor, the training quotas for prerequisite training requirements of designated MCFPEP personnel.

2 Aug 1993

(9) Billet Sponsors. Sponsors are assigned per enclosure (1) and are directed to reference (b) for general guidance.

(a) Serve as the technical advisor to assist the CMC (MP) on the billets under their cognizance.

(b) Coordinate with the CMC (MPC and MM) on the desired qualifications for those assigned to the billets under their cognizance.

(c) Identify to the CMC (MM) those billets which are considered to be in a hazardous area, requiring special screening and training.

(d) Coordinate with the CMC (MP) in the establishment or disestablishment of exchange positions.

(e) Serve as the CMC point of contact for exchange personnel assigned to billets under their cognizance.

(f) Coordinate inbriefs/outbriefs for MCFPEP Marines. A disclosure brief should be included in the inbriefing.

(g) Coordinate with commands hosting foreign MCFPEP personnel.

(h) Coordinate with the appropriate U.S. Defense Attach Office or U.S. Military Liaison Office to acquire administrative support beyond that provided by the administrative support unit MCFPEP billets.

(i) Distribute correspondence pertaining to MCFPEP Marine nominees for exchange billets, and appropriate MOU's to the U.S. Defense Attach Office or the U.S. Military Liaison Office concerned.

(j) Ensure MCFPEP personnel are provided with 782 equipment, cold weather gear, etc., as required for specific billets.

(k) Provide reviewing officer for MCFPEP fitness reports.

(l) Validate billet descriptions with USMC commands 6 months prior to turnover.

(m) Coordinate security clearance requirements with the host service, the CMC (MP, MM, CI), and the administrative support unit.

2 Aug 1993

(n) Coordinate disclosure briefings for new Marines going on the MCFPEP prior to their departure from CONUS.

(o) Conduct a disclosure assessment (coordinate with the CMC (CI)) prior to establishing a new billet. For each billet description, include detailed requirements for classified access.

(p) Provide CMC (MP) recommended dollar amounts for MCFPEP Blanket Travel funds annually by 15 August.

(q) Coordinate with administrative support units all administrative/personnel matters pertaining to the MCFPEP. Provides copies of billet descriptions and guidance relative to the administration of fitness reports and mid-tour reports to administrative support units. Routes copies of mid-tour and end-of-tour reports and billet descriptions submitted by Marines serving in the program to the CMC (MP).

(10) Host Command Responsibilities

(a) Appoints a command sponsor to assist foreign exchange personnel and their families adjust to the Marine Corps and life in the United States.

(b) Coordinates with billet sponsors on items impacting on the establishment or conduct of the exchange.

(c) Maintains MOU copies for hosted billets.

(d) Maintains disclosure authorization for each foreign exchange representative assigned to the command. Ensure compliance with disclosure restrictions and control of access to information not authorized for release to foreign personnel.

(e) Informs billet sponsor and the CMC (MP) of unit/billet changes, pending deployments, etc.

(f) Revalidates billet description with billet sponsor for significant billet changes, and within 6 months of personnel rotations.

6. Action

a. General guidance for Marine Corps host commanders is included in enclosure (2). In addition, host commanders of foreign military MCFPEP personnel will:

(1) Maintain current file copies of appropriate MOU's.

2 Aug 1993

(2) Submit an updated billet description (enclosure (3)) to the CMC (MP) and to the billet sponsor 180 days prior to detachment of a hosted foreign military MCFPEP member.

(3) Appoint a sponsor for all hosted foreign MCFPEP personnel.

(4) Ensure that performance evaluations are completed on all hosted foreign military MCFPEP personnel when required.

(5) Notify the CMC (MP) when foreign military MCFPEP personnel are involved in an accident or placed in a casualty status. Reference (c) establishes this reporting requirement. Report Control Symbol MC-3040-02 applies.

(6) Notify the CMC (MP) 30 days prior to any scheduled operational or training deployment in which hosted foreign military MCFPEP members will participate.

b. Administrative support units are assigned per enclosure (1) and will:

(1) Submit a quarterly report of TAD expenditures on all repeat travel orders (if applicable) for MCFPEP Marines to the CMC (MP) with a copy to the CMC (MM) and the billet sponsor. This report is exempt from reports control.

(2) Execute all administrative and personnel duties normally resident in a consolidated administrative section for Marines assigned to the MCFPEP under your cognizance.

(3) Submit an estimate of monies needed for the fourth quarter of the fiscal year and for the next fiscal year to the CMC (MP), with a copy to the billet sponsor, in the third quarterly report of expenditures for the fiscal year.

(4) Establish procedures for verifying Accumulated Deployed Time (ADT) reports received from exchange personnel and forward certified requests for ADT approval to CMC (MPP-56) in accordance with reference (d). Paragraph 5 of enclosure (4) discusses exchange personnel responsibilities regarding ADT.

c. MCFPEP Marines will:

(1) Submit a mid-tour report (RCS EXEMPT) and an end-of-tour report (RCS EXEMPT) to the billet sponsor via the administrative support unit, to include an updated billet description. These reports are exempt from reports control.

2 Aug 1993

(2) Keep the CMC (MP) informed of their current mailing address.

(3) Follow additional guidance provided in enclosure (4).

d. All messages and correspondence relating to the MCFPEP should include the CMC (MP) as an action or information addressee, as appropriate.

7. Establishing/Modifying/Terminating an Exchange program/position. Requests for the establishment of new MCFPEP's, establishment of new exchange positions within an existing MCFPEP, or termination of exchange billets will be forwarded to the CMC (MP) via the chain of command. Enclosure (5) contains proper procedures for establishment, modification, or termination of MCFPEP's.

8. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



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Deputy Chief of Staff for
Manpower and Reserve Affairs

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LIST OF EXCHANGE BILLETS AND BILLET SPONSORS

MCO 5700.4D
02 AUG 1993

LIST OF EXCHANGE BILLETS AND BILLET SPONSORS									
COUNTRY	LINE NUMBER	SERVICE	BILLET DESCRIPTION	GRADE	FOREIGN LOCATION	U.S. LOCATION	BILLET SPONSOR	ADMIN SUPPORT UNIT	
ARGENTINA		MARINE CORPS	AMPHIB STAFF OFF	(MAJ)	PUERTO BELGRANO	I MEF	PL	MSGN QUANTICO	
AUSTRALIA	(151)	AIR FORCE	F/A-18 PILOT	(CAPT/MAJ)	NEW SOUTH WALES	MCAS EL TORO	ASN	MSGN QUANTICO	
	(151A)		F/A-18 MAINT OFF	(CAPT)	NEW SOUTH WALES	MCAS EL TORO	ASN	MSGN QUANTICO	
	(178)	ARMY	EV OFF	(CAPT)	QUEENSLAND	1ST RADBN HI	INTS	MSGN QUANTICO	
BRAZIL	(115)	MARINE CORPS	AMPHIB STAFF OFF	(MAJ)	RIO DE JANEIRO	II MEF	PL	MSGN QUANTICO	
CANADA	(161)		F/A-18 PILOT	(CAPT)	COLD LAKE	MCAS EL TORO	ASN	MSGN QUANTICO	
CHILE	(186)		PEP OFFICER	(MAJ)	VINA DEL MAR	I MEF	PL	MSGN QUANTICO	
	(187)		INST/MCREP	(GTSGT)	VALPARAISO	SOT CANLEJ	TE-32	MSGN QUANTICO	
	(188)		INST/MCREP	(GTSGT)	VALPARAISO	SOT CANLEJ	TE-32	MSGN QUANTICO	
	(189)		INST/MCREP	(GTSGT)	VALPARAISO	RTP MCO PISC	TE-32	MSGN QUANTICO	
ITALY	(192)	ITALIAN NAVY	AV-8 PILOT	(CAPT)	GROTTAGLIE ITALY	2D MAJ	ASN	NO FMEUR	
NETHERLANDS	(146)	ROYAL NETHERLANDS MARINE CORPS	AMPHIB OPS OFF	(CAPT)	DORN (CO OFF W/ COMMANDO UNIT)	2D MARDIV	PO	NO FMEUR	
	(146)		"	"	DORN (CO OFF W/COUNTER TERRORIST UNIT)	4TH WEB	SO-LIC	NO FMEUR	
	(147)		INF UNIT LDR	(SNCO)	DORN	2D MARDIV	PO	NO FMEUR	
	(147)		"	"	DORN	II MEF SOC INSTRUCTOR	SO-LIC	NO FMEUR	
LIST OF EXCHANGE BILLETS AND BILLET SPONSORS									
LINE			BILLET		FOREIGN	U.S.	BILLET	ADMIN SUPPORT	ENCLOSURE (1)

LIST OF EXCHANGE BILLETS AND BILLET SPONSORS

MCO 5700.4D
02 AUG 1993

LIST OF EXCHANGE BILLETS AND BILLET SPONSORS

COUNTRY	LINE NUMBER	SERVICE	BILLET DESCRIPTION	GRADE	FOREIGN LOCATION	U.S. LOCATION	BILLET SPONSOR	ADMIN SUPPORT UNIT
NORWAY	(167)	ARMY	AMPHIB STAFF OFF	(MAJ)	TRONDHEIM	FHFLANT	LPO	HQ FHFEL
** PERU	(171)	MARINE CORPS	AMPHIB STAFF OFF	(MAJ)	ANCON	I NEF	PL	HQSGN QUANTICO
SPAIN	(181)	SPANISH NAVY	AV-8 PILOT	(CAPT)	MADRID, SPAIN	YUMA AZ	ASN	HQ FHFEL
SWEDEN	(157)	ROYAL SWEDISH NAVY	ARTILLERY OFF	(CAPT)	STOCKHOLM	N/A	PL	HQ FHFEL
UNITED KINGDOM	(131)	ROYAL AIR FORCE	ANTI-AIR WARFARE CONTROL OFF	(CAPT)	PETERHEAD SCOTLAND	MAUTS-1 YUMA	ASN	HQ FHFEL
	(132A)		AV-8 PILOT	(CAPT)	GUTERSLOCH, GERMANY	MCAS CHERPT	ASN	HQ FHFEL
	(132)		F/A-18 (F-4) PILOT	(CAPT)	LEUCHERS, SCOTLAND	MCAS BEAUFORT	ASN	HQ FHFEL
	(131A)		F-4 RIO	(CAPT)	LEUCHERS, SCOTLAND	MCAS KANEONE	ASN	HQ FHFEL
	(153)		AV-8 PILOT	(CAPT)			ASN	HQ FHFEL
	(154)	ROYAL NAVY	HELICOPILOT	(CAPT)	YEDWILTON, U.K.	MCAS(H) NEW RIVER	ASN	HQ FHFEL
	(144G)	ROYAL MARINES	AMPHIB STAFF OFF	(LTCOL)	DORSET, U.K.	MCDC	TE32	HQ FHFEL

ENCLOSURE (1)

ENCLOSURE (1)

MCO 5700.4D
02 AUG 1993

LIST OF EXCHANGE BILLETS AND BILLET SPONSORS

COUNTRY	LINE NUMBER	SERVICE	BILLET DESCRIPTION	GRADE	FOREIGN LOCATION	U.S. LOCATION	BILLET SPONSOR	ADMIN SUPPORT UNIT
	(144)		COMPANY OFF	(CAPT)	ARBRATH, SCOTLAND	2D MARDIV	TE32	HQ FMEUR
	(144A)		ATK HELO PILOT	(CAPT)	YEDEVILTON, U.K.	MAG-39 CAMPEN	ASM	HQ FMEUR
	(144B)		OPERATIONAL COMMUNICATOR	(SNCO)	PLYMOUTH, U.K.	2D ANGELCO	TE32	HQ FMEUR
	(144C)		INSTRUCTOR	(SNCO)	LYMPSTONE, U.K.	OCS MCDC	TE32	HQ FMEUR
	(143A)		INSTRUCTOR-WINS PLT	(SNCO)	LYMPSTONE, U.K.	SNCO ACADEMY MCDC	TE32	HQ FMEUR
	(143B)		INSTRUCTOR ARTIC WARFARE	(SNCO)	LYMPSTONE, U.K.	MONTC CA	TE32	HQ FMEUR
	(143C)		COUSAINS	(SNCO)	PLYMOUTH, U.K.	LETOPAC	TE32	HQ FMEUR

* Not Yet in Effect
** Temporary Suspension

ENCLOSURE (1)

ENCLOSURE (1)

GUIDANCE CONCERNING FOREIGN MILITARY PERSONNEL ON DUTY
WITH THE UNITED STATES MARINE CORPS

1. Introduction. The following general guidance is provided for the administration of foreign military personnel participating in the MCFPEP. However, the appropriate MOU and current DoD directives concerning international agreements provide specific guidance and will be used in the administration of foreign military personnel in the MCFPEP. Additional guidance or clarification may be obtained from the CMC (MP) on specific problems or questions. Foreign military personnel are to be afforded the same respect and privileges accorded to U.S. Marines of comparable grade to the maximum extent possible under applicable laws and regulations.

2. Administration and Control. Foreign personnel on exchange assignments are normally administered by the appropriate parent military service establishment in Washington, DC.

3. Sponsorship

a. On receipt of information regarding the assignment of a foreign military MCFPEP member, the U.S. host command will designate a sponsor (even though another foreign military MCFPEP member may be attached). The sponsor will communicate with the MCFPEP nominee, providing the individual with local area information and assistance as required. The CMC (MP) will include the sponsor's name in the correspondence that accepts a foreign service nominee. Additionally, the sponsor will be guided by OPNAVINST 5510.48 regarding disclosure authorization for the foreign exchange member.

b. Marine Corps host commands should be aware of and give consideration to the fact that foreign exchange personnel en route to the U.S. frequently have had no prior exposure to the customs and lifestyle in the U.S. Accordingly, sufficient time for "settling-in" must be allowed. Certain items require command attention, such as housing, furniture, transportation, finances, etc. A sponsor who is well informed, innovative, and thorough can do much to relieve the problems encountered by the new arrival.

4. Identification Cards. Foreign military MCFPEP personnel and their dependents will be issued identification cards (DD Form 1173) per MCO P1750.6.

5. Training. Current legislation prohibits U.S. training of foreign personnel except on a reimbursable basis. The parent foreign military service is responsible for ensuring that nominated personnel for the MCFPEP are fully qualified (trained)

ENCLOSURE (2)

2 Aug 1993

prior to the exchange assignment. The only nonreimbursable U.S. training that foreign MCFPEP personnel can undertake either prior to or during that exchange assignment is refresher or other short-term, informal training which is directly related to their exchange assignment.

6. Performance Evaluation. In many cases, foreign service personnel will be given performance evaluations by their Marine commanding officers. The formats and occasions for evaluations are usually agreed upon informally by the military services concerned. The usual procedure has been to provide the parent military service with a written evaluation on the Marine Corps fitness report form on established Marine reporting dates or upon change of the reporting senior. Questions on this subject should be addressed to the CMC (MP).

7. Leave. Foreign military exchange personnel may be granted leave according to regulations of their parent military service, provided such leave is also approved by the proper authorities of the Marine Corps host command. The leave granted shall not normally exceed the amount allowed under current Marine Corps regulations.

8. Uniforms. Host commands will consider differences in uniform requirements when prescribing dress regulations for foreign exchange personnel.

9. Financial Arrangements

a. The pay and allowances of foreign military exchange personnel will be paid per the appropriate MOU.

b. The cost of PCS transportation of foreign military exchange personnel to their place of duty and return will be the responsibility of their parent military service.

c. Costs for non-PCS travel, including per diem, when incurred on matters pertaining solely to the parent military service will be funded by the parent military service.

d. The right of individuals to other compensation for expenses incurred while on exchange assignments will be per the appropriate MOU.

e. Travel costs, including per diem, for duties performed on behalf of the Marine Corps host command will be defrayed per the appropriate MOU.

ENCLOSURE (2)

2 Aug 1993

f. Expenses of the dependents of personnel on exchange assignments will be borne per regulations of the parent military service and the appropriate MOU.

g. In general, meals are to be furnished to foreign personnel on a cash-sale basis. Charges normally will be made on the same basis as they would be for U.S. personnel. Instructions on accounting for foreign personnel are covered in MCO P10110.14, Food Service and Subsistence Management Manual.

10. Housing. For those countries in which quarters are available and offered to MCFPEP Marines, foreign military exchange personnel will similarly be offered Government quarters, if available, on a priority basis, immediately upon arrival at the Marine Corps host command.

11. Medical. Foreign military exchange personnel in the MCFPEP and their dependents in the U.S. will be afforded similar medical entitlements from uniformed services medical treatment facilities as are Marines and their dependents, except as modified in the appropriate MOU.

12. Discipline, Command, and Responsibility

a. Foreign military exchange personnel on duty with the U.S. Marine Corps will at all times remain subject to the regulations of their own military service or government. They will not be subject to disciplinary action under the Uniform Code of Military Justice.

b. Exchange personnel will not exercise disciplinary powers, except as specified by separate authority, over other exchange personnel of their parent military service.

c. Duties and responsibilities may place exchange personnel in positions having executive authority. They should not, however, be assigned duties having responsibilities at or above the executive officer level, except as may be granted in special circumstances by the CMC (MP). In no case may foreign personnel on duty with the U.S. Marine Corps be assigned duties as commanding officers of Marine Corps commands.

d. Exchange personnel will not be designated to represent the host military service in conferences involving a third country.

e. Exchange personnel who commit offenses under the laws of either the parent country or the U.S. or the regulations of either the parent service or the Marine Corps code of discipline

ENCLOSURE (2)

2 Aug 1993

during the exchange assignment may be withdrawn from the assignment by the parent service.

13. Status of Exchange Personnel in the Event of Hostilities

a. Should a state of hostility exist in which the U.S. and the foreign government are allied against a common enemy, foreign military personnel may remain with the Marine Corps host command units to which assigned and continue to carry out their noncombatant duties. However, the foreign government may at any time recall its exchange personnel. Foreign military exchange personnel will not participate in any hostilities until the foreign government grants approval.

b. In the event that the U.S. Government becomes involved in hostilities to which the foreign government is not a party, foreign exchange personnel will not take part in actual combat and will not be issued orders which are in conflict with the neutrality of their own government. Guidance in the case of hostilities is provided in the appropriate MOU. However, in the absence of such guidance, exchange personnel will seek further information from their governments through the CMC (MP).

14. Development Overseas of Exchange Personnel. The deployment overseas of exchange personnel with Marine Corps units can cause unique problems. Foreign exchange personnel do not qualify as members of the U.S. force when visiting those nations with whom the U.S. has a Status of Forces Agreement (SOFA), but with whom their country does not. The U.S. has no power to grant SOFA status and thus authorize entry, for example, to the Republics of Korea, Japan, or the Philippines. Those officers from countries without their own SOFA's with such nations are precluded from accompanying our force unless those host nations grant them a special status akin to SOFA status. A letter of authorization must be provided. This must be arranged early in the exchange tour if deployment schedules are to be met. The host command must work with the CMC (MP) and the attache from the exchange officer's/SNCO's embassy to seek this authorization.

15. Exchange of Information and Security

a. Foreign military exchange personnel will normally be authorized by the Marine Corps host command to have access to classified information necessary for the accomplishment of their duties and responsibilities. Disclosure will be within the security clearance granted to participants by their parent military service and subject to the security directives and authorizations of the CMC (CI). Disclosure authorization for each exchange member is valid only at the Marine Corps host command and its subordinate commands.

ENCLOSURE (2)

2 Aug 1993

b. Authorizations to disclose classified information to foreign exchange personnel will be provided to Marine corps host commands by the CMC (CI) according to the policies contained in OPNAVINST 5510.48. This authorization is dependent upon review of a current billet description (enclosure (3)) and should be received in advance of the exchange member's arrival on station. If an authorization is not received prior to arrival of the exchange individual, or if questions arise concerning the issued authorization, the CMC (CI) should be consulted.

c. No classified documents containing military information are to be released to foreign exchange personnel for retention or forwarded to the parent government, except as may be specifically authorized by the CMC (CI). This does not preclude the use of authorized documents by the individual in the performance of assigned duties.

d. Concurrent with the nominations of personnel under this program, the Marine Corps host command will be notified by the CMC (CI) of the type and/or class of security clearance held by each foreign military exchange member.

ENCLOSURE (2)

2 Aug 1993

BILLET DESCRIPTION FORMAT

1. DATE REVIEWED:
2. UNIT ADDRESSES:

MILITARY -

CIVILIAN -
3. LOCATION:
4. BILLET TITLE:
5. GRADE DESIRED: Does promotion during the tour present a problem?
6. TOUR LENGTH:
7. DETAILED DESCRIPTION OF DUTIES: Include level and scope of responsibility, command and supervisory relationships with private industry or other Government agencies, as well as sufficient detail to permit evaluation of the duties of the individual.
8. TYPE OF AIRCRAFT/VESSEL/VEHICLE (IF ANY):
9. QUALIFICATIONS AND EXPERIENCE REQUIRED TO BE ASSIGNED TO BILLET: Include language requirements.
10. SECURITY CLEARANCE REQUIRED: Indicate level of disclosure required to perform assigned duties.
11. TRAINING REQUIREMENTS REQUIRED BY HOST COUNTRY:
12. REMARKS: (Remarks should include billet description information and assignment selection. Also include transitioning information, availability of government housing, special uniforms, local transportation constraints, passport requirements, etc.)

ENCLOSURE (3)

2 Aug 1993

NOTES:

1. This billet description will be used by the Marine Corps in determining the appropriateness of the foreign assignment and by the foreign service as a basis for selection of a replacement. Therefore, a comprehensive and detailed listing of all essential aspects of the billet should be included.
2. Information concerning the billet need not be limited to that indicated in this sample format.
3. The billet description will be used to determine the level of security disclosure authorization.
4. The use of abbreviations in describing the billet should be avoided.

ENCLOSURE (3)

2 Aug 1993

GUIDANCE FOR UNITED STATES MARINE CORPS PERSONNEL
ON DUTY WITH FOREIGN SERVICES

1. Introduction. The following guidance is provided for Marines participating in the MCFPEP. However, current Navy and Marine Corps regulations and the appropriate MOU between the U.S. Marine Corps and the foreign military service provide specific guidance and will be used in the administration of the MCFPEP.

2. Administration

a. Marine Corps personnel selected for exchange duty will be those who have demonstrated capabilities for future higher command and staff positions and are particularly well qualified through experience for the appropriate exchange position. MCFPEP Marines must be capable of representing the Marine Corps with tact and diplomacy and be highly motivated for such duty. They will be fluent in the language of the host country. If not, they will be ordered to an appropriate language training course. The time taken to complete the course will be exclusive of the normal tour length of the billet.

b. Marines assigned to the MCFPEP will be ordered to HQMC, Washington, DC, or to MCCDC, Quantico, VA, for a briefing prior to reporting for duty. This briefing will include information considered necessary to enhance individual performance in MCFPEP assignments.

c. Marine Corps personnel on exchange assignments with a foreign military service will be administered through the administrative support unit designated in their orders.

3. Performance Evaluation. Normal performance evaluation reporting procedures apply for MCFPEP Marines. Reports should be submitted per current Marine Corps regulations; however, preparation differs in that the evaluation may consist only of a section C comment. It is the responsibility of the MCFPEP Marines reported on to inform their reporting seniors of Marine Corps regulations concerning reporting, preparation, and counseling procedures.

4. Leave

a. MCFPEP Marines may be granted leave per current Marine Corps regulations, provided such leave is also approved by the proper authorities of the host foreign military service. The leave granted shall not normally exceed the amount allowed by the host military service.

ENCLOSURE (4)

2 Aug 1993

b. MCFPEP Marines desiring to take leave while serving with a foreign military service shall request leave through the host military service chain of command. If approved, Marine Corps leave papers will be requested from the appropriate Marine Corps administrative support unit.

5. Accumulated Deploy Time (ADT). MCFPEP personnel are eligible for ADT credit in the same manner as any other FMF-based Marine, providing they meet the established criteria as follows:

a. Deploy for field training/operations away from home base or station for 10 or more consecutive days.

b. Not be in a per diem status.

c. Provide certification of the deployment to the administrative support unit in a format and within a timeframe approved/directed by the support unit.

d. Have administrative support unit certify deployment and forward request for ADT approval to CMC (MPP-56) in accordance with MCO 1300.8P.

6. Uniforms. MCFPEP Marines shall strictly comply with the dress codes contained in MCO P1040.34, Marine Corps Uniform Regulations. The order of dress for any occasion shall be that which most nearly conforms to the order of dress of the particular unit, squadron, or command with which they are serving. Modifications to Marine Corps uniforms to resemble more closely those of the host nation are not authorized.

7. Financial Agreements

a. All normal pay and allowance procedures (unless modified by the MOU) apply to MCFPEP Marines.

b. PCS transportation costs of MCFPEP Marines to the exchange duty station and return will be the responsibility of the Marine Corps.

c. Non-PCS travel costs, including per diem, when occurred on matters pertaining solely to the Marine Corps, will be funded by the Marine Corps.

d. The right of individuals to other compensation for expenses incurred while on exchange assignments will be according to the MOU.

e. Expenses of the families of MCFPEP Marines will be borne according to Marine Corps regulations and the MOU.

ENCLOSURE (4)

2 Aug 1993

8. Housing. Quarters will be made available to MCFPEP Marines consistent with the foreign host service regulations and the MOU.

9. Medical

a. Dependents of MCFPEP Marines may be eligible for care in military medical facilities of the host country to the same extent that care is authorized for the dependents of the host country active duty military personnel; however, dependent medical care is not authorized in some countries. Marine Corps dependents are eligible for care in U.S. military facilities located in the host country, as well as for care from civilian sources under the Civilian Health and Medical program of the Uniformed Services (CHAMPUS) as provided for in SECNAVINST 6320.8.

b. Physical examinations and medical screening of MCFPEP candidates and their dependents are required prior to final acceptance.

(1) Personnel nominated for the MCFPEP and their dependents shall have their medical/dental records screened by a medical and dental officer prior to final selection. A requirement for recurrent medical/dental clinic visits or special educational needs for physically or emotionally handicapped children may impose an unwarranted, and perhaps, insurmountable obstacle in adjusting to an overseas assignment. This comprehensive evaluation regarding suitability of potential MCFPEP nominees and their dependents should be attested to by commanding officers. The CMC (MM) should be notified as to their suitability. In those instances where it is believed the nominee may have disqualifying problems, details regarding nonsuitability should be submitted to the CMC (MM) for adjudication.

(2) Personnel selected for the MCFPEP should have medical/surgical problems resolved and should meet the standards for oral health (Dental Classification I), prior to departing CONUS.

c. Physical examinations for MCFPEP personnel are subject to the following provisions:

(1) Marines on duty in the MCFPEP should obtain physical examinations according to medical command requirements. If there is no U.S. medical facility available, a foreign military physician may perform physicals, provided results are recorded in English. If a MCFPEP Marine is unable to receive a periodic physical either from a U.S. military or foreign military physician, then a waiver of the physical examination requirements

ENCLOSURE (4)

2 Aug 1993

should be requested through the administrative support command. Waivers will normally be given favorable consideration.

(2) MCFPEP Marines in a flying status must receive an annual flight physical. This should be completed by qualified U.S. military flight surgeons. If travel of 10 hours or more is necessary in order to obtain a flight physical from a U.S. military flight surgeon, a flight physical may be obtained from a foreign military flight surgeon provided results are recorded in English and forwarded to the Naval Aerospace Medical Institute (Code 42), NAS, Pensacola, FL 32508 for review. A waiver of the periodic flight physical will not normally be granted. If travel in excess of 10 hours is necessary, exchange personnel are authorized to perform TAD. The cost of this TAD will be paid for out of the Marine's Blanket Travel fund authorization.

10. Discipline and Responsibility

a. U.S. Marines will conduct themselves according to U.S. Navy regulations, U.S. Marine Corps regulations, and remain subject to disciplinary action under the Uniform Code of Military Justice. MCFPEP Marines will comply with the orders of military service personnel who are superior to them in relative grade or placed in a position of authority over them. They shall accord all such orders the same force and effect as orders issued by Marine Corps personnel superior to them in grade. MCFPEP Marines who commit an offense against the host military service code of discipline during the exchange assignment will be withdrawn from the assignment. If the offense committed by a MCFPEP Marine against the code of discipline of the host service is also an offense under the Uniform Code of Military Justice, disciplinary action may be taken against the Marine by Marine Corps authorities.

b. It is imperative that Marine Corps exchange personnel make every effort to observe the customs of the military service to which they are assigned and of the country which that military service represents. It is also important that Marines conduct themselves in a mature manner in establishing relationships with citizens of the country to which they are assigned.

c. Exchange personnel will not exercise disciplinary powers, except as specified by separate authority, over other MCFPEP Marines.

11. Status of MCFPEP Marines in the Event of Hostilities

a. Should a state of hostility develop in which the U.S. and host governments are allied against a common enemy, MCFPEP

ENCLOSURE (4)

2 Aug 1993

Marines will remain with the host military service units to which assigned and will continue to carry out their duties. However, the U.S. Government may at any time recall MCFPEP Marines.

b. In the event that either government becomes involved in hostilities to which the other is not a party, MCFPEP Marines will not take part in actual combat, nor will they accept orders which are in conflict with the neutrality of the U.S. Government. Guidance in the case of hostilities is normally provided in the MOU. However, in the absence of such guidance, MCFPEP personnel are to terminate their military duties, assume a neutral status, and seek further instructions from the CMC (MP)

12. Extraordinary Deployments. U.S. Marines must request and obtain special permission from their billet sponsors to participate in unusual or unforeseen deployments or missions. Requests for special permission should be routed via the administrative support unit after notification of a planned extraordinary deployment.

13. Security Clearance. Concurrent with the nomination process, the CMC (MM) will notify the host foreign service of the type and class of security clearance held by the Marine nominee. MCFPEP Marines will normally be authorized by the host military service to have access to classified information necessary for the accomplishment of their duties and responsibilities consistent with their security clearances and the access granted to them by the host service. They shall utilize only that information furnished by the host command and will not originate or address requests to Marine Corps agencies or commands soliciting additional or supplemental information, nor release approval for information not already available to them at the host command. No effort will be made to retain classified documents belonging to the host military service. No classified documents or information will be transmitted to the U.S. Government or the Marine Corps except as specifically authorized by the host military service.

14. End-of-Tour Reports. MCFPEP Marines will submit an end-of-tour report (RCS EXEMPT) to reach the CMC (MP) 30 days prior to tour termination. This report provides a comprehensive review of the entire exchange tour of duty. It will contain a resume of the job description; significant differences between the Marine Corps and host service doctrines, operating procedures, and concepts as they apply to the particular exchange position and unit to which the individual was assigned; benefits and hardships of the exchange tour; a review of living conditions; and other comments and recommendations considered appropriate. Additional reports will be submitted whenever exchange personnel consider it appropriate. Reports will be sent through appropriate host

ENCLOSURE (4)

2 Aug 1993

channels to the CMC (MP). A copy of the end-of-tour report will be given to replacement exchange personnel for information and planning purposes.

15. Aeronautically Designated MCFPEP Marines. Aeronautically designated MCFPEP Marines will be guided by OPNAVINST 3710.7 as it pertains to required flight minimums and qualifications and the submission of Individual Flight Activity Reports (IFAR's) to the Naval Safety Center on the IFAR Data Form (OPNAV 3760/70) contained in OPNAVINST 3710.7.

16. International Drivers License. Although not required in the United Kingdom, many continental European countries require vehicle operators to obtain an International Driver's License prior to entry into their territories. This requirement extends to all members and dependents who possess a U.S. driver's license. Prior to departing CONUS, the member should contact the nearest AAA office to purchase an International Driver's License.

ENCLOSURE (4)

2 Aug 1993

PROCEDURES FOR ESTABLISHING/MODIFYING/TERMINATING
EXCHANGE PROGRAMS/POSITIONS

1. Approving Authority. Subject to clearance by the Department of State, the CMC (MP) is the approving authority for the establishment of new personnel exchange programs.

2. Procedures for Establishing/Modifying personnel Exchange programs/Additional Exchange positions

a. When a Marine Corps activity desires to propose/modify a new exchange program or a new position within an existing program, that activity will submit a request to the CMC (MP). The proposal will include the following information:

(1) Identification of the Marine Corps unit and position in which the foreign officer/enlisted personnel will be utilized as set forth in enclosure (4).

(2) Detailed justification for the proposed exchange including desired implementation date.

(3) Statement on whether the proposed exchange is to be established on a continuing or a one-time basis.

(4) Suggested utilization and assignment of Marine Corps personnel in the counterpart position.

(5) Statement on whether or not informal coordination has been made with the foreign country. If so, what are their desires regarding the proposed exchange. Extreme care must be exercised to ensure that no commitments are made during any informal coordination of exchange proposals with representatives of foreign countries.

(6) Other pertinent comments, including availability of quarters and household furnishings.

b. Upon receipt of a proposal, Department of State clearance for the billet will be obtained from the appropriate U.S. Embassy (the USCINC for the area will also be kept advised). The CMC (MP) will determine the feasibility and desirability of the proposal. This will be accomplished through staff coordination at HQMC. If the Marine Corps and the host country determine that the proposed exchange is both feasible and desirable, a MOU which defines the concept and terms under which the exchange program will operate will then be developed. The following is applicable in developing, concluding, and complying with a MOU:

ENCLOSURE (5)

2 Aug 1993

(1) The MCFPEP MOU's are documents that are international agreements to be treated and processed as international agreements.

(2) The CMC has been delegated, in concert with the Department of State, authority to approve negotiations and conclusions of a MCFPEP MOU.

(3) The negotiation, and the conclusion, of an international agreement or amendment without prior written approval of the CMC or his delegate is prohibited.

(4) The concurrence of the Fiscal Director (CMC (FD)) in the negotiation, and in the conclusion, of any agreement is required.

(5) The concurrence of the CMC (JA) is required before tendering any draft to a foreign government and before concluding any international agreement.

(6) The transmittal of certified copies of concluded agreements to the Department of State via the Judge Advocate General of the Navy, accompanied by background statements, is required.

(7) The CMC is required to oversee compliance with any international agreement for which he is responsible and keep the DoD General Counsel informed.

c. Upon approval by the foreign service, the MOU will be signed by representatives of each service at a prearranged ceremony.

3. Procedures for Terminating a Personnel Exchange Program/Position

a. When a Marine Corps activity desires to terminate an exchange program/position, that activity will submit a request to the CMC (MP). The request will include the following information:

(1) Identification of the Marine Corps unit and position in which the foreign officer/enlisted member has been assigned.

(2) Detailed justification for the proposed termination.

(3) Statement on whether the termination is temporary or permanent.

ENCLOSURE (5)

2 Aug 1993

b. Upon receipt of a proposed termination, the CMC (MP), through staff coordination, will determine the desirability of the proposal. If the Marine Corps and the foreign service determine that the proposed termination is desirable, a letter to that effect will be developed. This letter will be coordinated and approved prior to being submitted for approval of the foreign service.

c. Upon approval of the termination letter by the foreign service, the representatives of each service will sign the letter.

ENCLOSURE (5)